



## AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify Committee Chairman Wedekind at least 24 hours before the meeting if they will not be able to attend.

**Date and Time:** Monday, November 02, 2020 – **2:00 P.M.**

**Location:** City Services Center – 450 Roundhouse Court, Baraboo, WI

**Members Noticed:** Phil Wedekind, Tom Kolb, Michael Plautz

**Others Noticed:** Interim Administrator E. Geick, Mayor M. Palm, Police Capt. Rob Sinden, Fire Chief K. Stieve, Attorney E. Truman, City Engineer T. Pinion, Utility Superintendent W. Peterson, Street Superintendent T. Gilman, and Library.

### 1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of October 05, 2020 Public Safety Committee meeting.

### 2. Action Items

- a. Review Bid Tabulation for Fire Department Alteration Project and recommend award of a contract.
- b. Consider revising Section 7.09(2) of the Municipal Code of Ordinances to add a No Parking on both sides of Algonquin Drive from Draper Street east approximately 200 feet.
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinances to add a No Parking on the west side of West Street from a point 150' north of 4<sup>th</sup> Avenue to a point 205' north of 4<sup>th</sup> Avenue, a distance of approximately 55 feet.
- d. Discussion of Budgeted Capital Projects for 2021.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for October, 2020.

### 3. Information Items

### 4. Reports

- a. Utility Superintendent's Report
  - i. Staffing updates
  - ii. Project updates
  - iii. Water Rate Study
- b. Street Superintendent's Report
  - i. Staffing updates
  - ii. Equipment Updates
  - iii. Monthly Report on Public Works Department activities
- c. Acting Police Chief's Report
  - i. Update on COVID 19 police response
  - ii. Staffing Update
  - iii. Case/ Response Update

- d. Fire Chief's Report
  - b. Monthly Incident Report
  - c. Building Remodel Update
  - d. Staffing updates

**5. Adjournment**

Phil Wedekind, Chairperson

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Agenda Prepared by Kris Jackson  
Agenda Posted by Donna Munz on October 30, 2020

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

**FOR INFORMATION ONLY, NOT TO BE PUBLISHED**

# MEMORANDUM

City of Baraboo

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Date: October 29, 2020

To: Public Safety Committee

From: Tom Pinion

Re: Background for the November 2<sup>nd</sup> meeting @ **2:00 pm** – City Services Center

## **ACTION ITEMS:**

**Item A.** The Bid Tabulation for the construction portion of the proposed Fire Department Alterations is included in the packet. Chief Stieve will provide a summary of the Mechanical, Plumbing, Electrical, and Fire Protection quotes (that were solicited independently) at the meeting.

**Item B.** The west side of West Street, across from the alley between 4<sup>th</sup> and 5<sup>th</sup> Avenues, is routinely parked with cars both sides of the street directly across from the alley and north of it. There is an aerial photo included in the packet identifying the location for this proposed parking restriction. Needless to say, it makes for extremely “tight quarters” for our refuse and recycling trucks as well as snow plows.

**Item C.** The west end of Algonquin Drive usually has vehicles parked bumper to bumper on school days, especially during both the morning and afternoon “rush hours”. This condition contributes to the traffic congestion at this intersection and compromises visibility as well as pedestrian safety. The residents in the immediate vicinity strongly support a parking restriction in this area. There is an aerial photo included in the packet identifying the location for this proposed parking restriction.

**Item D.** Included in the packet is a map showing the street reconstruction projects that were planned for 2020 & 2021, alley reconstruction projects, and several prospective new sidewalk projects for the Committee’s review and comment.

**Item E.** This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for October 2020 are included in the packet.

## **INFORMATION ITEMS:**

None

See you Monday at **2:00 PM !**

## Minutes of the Public Safety Committee Meeting – October 5, 2020

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Mike Palm, Rob Sinden, Kevin Stieve, Emily Truman, Tom Pinion, Wade Peterson, John Rago, and Tony Gilman.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the August 31, 2020 meeting. Motion carried unanimously.

### New Business

- a. Consider revising Official Traffic Map to designate one additional handicap parking stall in Downtown Baraboo on the west end of the south side of 4<sup>th</sup> Avenue between Broadway and Birch Street – Pinion said that the City received a request for a handicap parking stall on the 4<sup>th</sup> Avenue side of the southeast corner of the intersection of Birch Street and 4<sup>th</sup> Avenue across from the Library. It was moved by Kolb, seconded by Wedekind to recommend revising the Official Traffic Map to designate one additional handicap-parking stall as requested. Motion carried unanimously.
- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new concrete sidewalk on Draper Street that was installed as part of the 2020 Street Improvements project and part of the 2020 Draper Street Improvements project – Pinion said as part of the street reconstruction project, new sidewalk was installed through several asphalt driveways on Draper Street. In accordance with City Sidewalk Policy, sidewalks are required to be concrete so new concrete sidewalk was installed through these asphalt driveways. He said there were two driveways, one on either side of Draper Street, north of Madison Avenue that were part of the 2020 Street Improvements project and three driveways on the east side of Draper Street south of Madison Avenue that were part of the 2020 Draper Street Improvements project. He said that records indicate that sidewalk existed on both sides of the entire length of Draper Street; therefore, we did not originally plan for any new concrete sidewalks on either project. Pinion said consequently, the levying of special assessments for the new sidewalk is occurring after-the-fact, but the Sidewalk Policy is clear that all benefitting properties be assessed for new sidewalk that did not previously exist. He said that this is about being fair, other streets that were done this year, concrete sidewalk was installed through asphalt driveways and the owner was assessed the cost. It was moved by Kolb, seconded by Wedekind to recommend levying Special Assessments in accordance with the Sidewalk Policy for new concrete sidewalk on Draper Street installed as part of the 2020 Street Improvements project and part of the 2020 Draper Street Improvements project. Motion carried unanimously.
- c. Review and approve proposed Lease Agreement with BDAS for a portion of the Fire Department building at 135 4<sup>th</sup> Street, contingent upon formal approval of the Baraboo District Ambulance Commission – Caleb Johnson said that draft lease agreement went before the BDAS Transition Committee where several revisions were requested by the City of Baraboo, and those corrections are shown in the draft agreement in the Committee packet. He said that the BDAS Commission is seeking those corrections be approved here and then be brought back to the BDAS Commission in October. Attorney Truman said that both parties are adequately protected and the agreement is good for both parties. Kolb moved, Wedekind seconded to approve the proposed Lease Agreement with BDAS. Motion carried unanimously.
- d. Review and approve request to reserve eight designated parking spaces in the Municipal Parking Lot located on the southwest quadrant of the intersection of 5<sup>th</sup> & Ash Streets for BDAS – Caleb Johnson said that formally BDAS had three designated parking stalls on the west side of the Alma Waite building, those signs have been removed and they currently have not designated parking stalls for staff. He said that the request is for their 24-hour staff that eight parking stalls be dedicated because they are currently subject to parking violations if they are parked there longer than 24 hours. Kolb moved, Wedekind seconded to forward the request to reserve eight designated parking spaces in the Municipal Parking located on the southwest quadrant of the intersection of 5<sup>th</sup> & Ash Street for BDAS to Council with a positive recommendation. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for September, 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly billing adjustments/credits for Sewer and Water Customers for September, 2020. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approval the monthly Billing Adjustments/Credits for Sewer and Water Customers for September 2020. Motion carried unanimously.

### Informational Items

- a. Discuss opportunity to apply for a new lead Service Line Replacement grant – Peterson said that they just finished the last grant, which was a 3-year program. He said in 2021 the DNR and the EPA have a new one-year grant with \$63,000,000 for the State. He said that the grant would help homeowners; however, the Utility could not afford the cost of their side. He said that the Utility would have to take out a significant loan, or stay with the 20 or so that they have been doing and then ask for \$100,000 for the homeowner. Kolb asked if the Utility borrowed to do the 20. Peterson said that the Utility has the money in the budget to do the 20 per year. Peterson said that there is approximately 600, if they wanted to do 200, at approximately \$4,000, or \$800,000 every two months, so approximately \$2,000,000 would have to be applied for to pay for the Utility side. He said in the circumstances that we are in, not knowing what the rates are going to go to, but it would be shame to pass up the homeowner's side money to help them. Kolb said that he feeling is as long as we have money budgeted for 20, at least take advantage of that.

## **Reports**

- a. Utility Superintendent's Report
- i. Staffing updates – No new staffing updates to report.
  - ii. Project updates – Peterson highlighted on some of the projects the department will be doing on both Water and Wastewater side. He said the utility is busy; they are digging up the water valve on 12<sup>th</sup> and Elizabeth. He said there is one more lead service to do for the rest of the year.
  - iii. Water Rate Study – Peterson said what is projected now is to have no rate increase in 2021, and if that were the case, more money would have to be taken out of our own funds to have a balanced budget. He said that if the Committee were inclined to do a rate increase on the sewer starting January 1, he would suggest doing the 20% on the fixed rate portion, which would equate to approximately a 3% sewer rate increase. He said the gamble is on the Water Utility with the Public Service Commission. He said that he could guarantee that they will not have a new rate by January, 50/50 chance by April 1, and he hopes that they will have one by July 1.
  - iv. Highlights of the preliminary 2021 Budget – He said that one thing that he would like to discuss is that the City may impose or suggest to balance the budget is to move Public Fire Protection off the City tax roll and put in on to the utility bill. Therefore, it may be possible that they ask the Utility to pick up \$284,000 and put it on utility. He said when they did the PSC analysis, that number was thrown in just to see what would change from that 53%, and it adds another 25%. He said that another thing that this might do is make the utility bill so large that the billing may have to go monthly instead of quarterly.
- b. Street Superintendent's Report
- i. Staffing Updates – Gilman said that the department is continuing with a split shift until they feel the COVID situation has quelled to the point they can safely resume previous daily work schedule.
  - ii. Equipment Updates – Gilman said that the budgeted 2020-route truck has been pushed back to March of 2021. He said that he has begun soliciting quotes for scheduled 2021 equipment purchased and has been told to expect an average of 3% increase. He said he is pursuing placing orders for 2021 equipment in 2020 to avoid the pricing increase.
  - iii. Monthly Report on Public Works Department – Gilman said the crews have completed the majority of 2020 scheduled asphalt and concrete repairs. He said that he hopes to start 8<sup>th</sup> Street/Hwy. 33 on Monday, October 12. He said crack sealing began the 2<sup>nd</sup> week in August with 12 pallets; the department is down to four and will continue until stock is depleted. Gilman said the department has been prepping for fall leaf collection, which is scheduled to begin on Monday, October 19.
  - iv. Highlights of the preliminary 2021 Budget - No report.
- c. Police Chief's Report
- i. Update on COVID 19 police response – Sinden said that the most pressing conversation that needs to happen is in regards to Halloween. He said that he does not know if there is a lot the City can do about it. John Rago led a discussion regarding the possibility of a drive-thru COVID testing at the City Service Center with the winter coming was discussed.
  - ii. Staffing Update – Sinden said that the department is currently three positions short, one patrol, one detective, and one administrative assistant. He said the priority position to fill is the patrolman; hopefully the position will be filled on October 26, which would fill, at least temporarily the patrol positions. He

said he has had some correspondence with Nick Defiel, who might be leaving the first week in January, so interviews will be continuing so if Nick decides to leave, someone would be ready to go for a contingent offer.

- iii. Case/Response Update – Sinden said the number of case responses that have increased is the welfare checks. He said that COVID has not been psychologically positive for most of the City’s constituents.
- iv. Highlights of the preliminary 2021 Budget – Sinden said that there are couple patrol vehicles and one detective’s vehicle that need to be replaced.

d. Fire Chief’s Report

- i. Monthly Incident Report – Stieve said that the department is a little under 8% ahead for calls from last year, 284 last year, compared to 306 this year.
- ii. Operations Study update – Stieve gave the Committee a handout to review. He said that the department limited staffing during the Stay At Home Order. He said that the department has started the Officer in Charge Program.
- iii. Building Remodel Update – Stieve laid out the Plans for the Committee to review.
- iv. Staffing Update – Stieve said that two were hired in August, and three in September.
- v. Highlights of the preliminary 2021 Budget – No report.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:44 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

**CITY OF BARABOO**  
**ALTERATION FOR BARABOO FIRE DEPARTMENT**



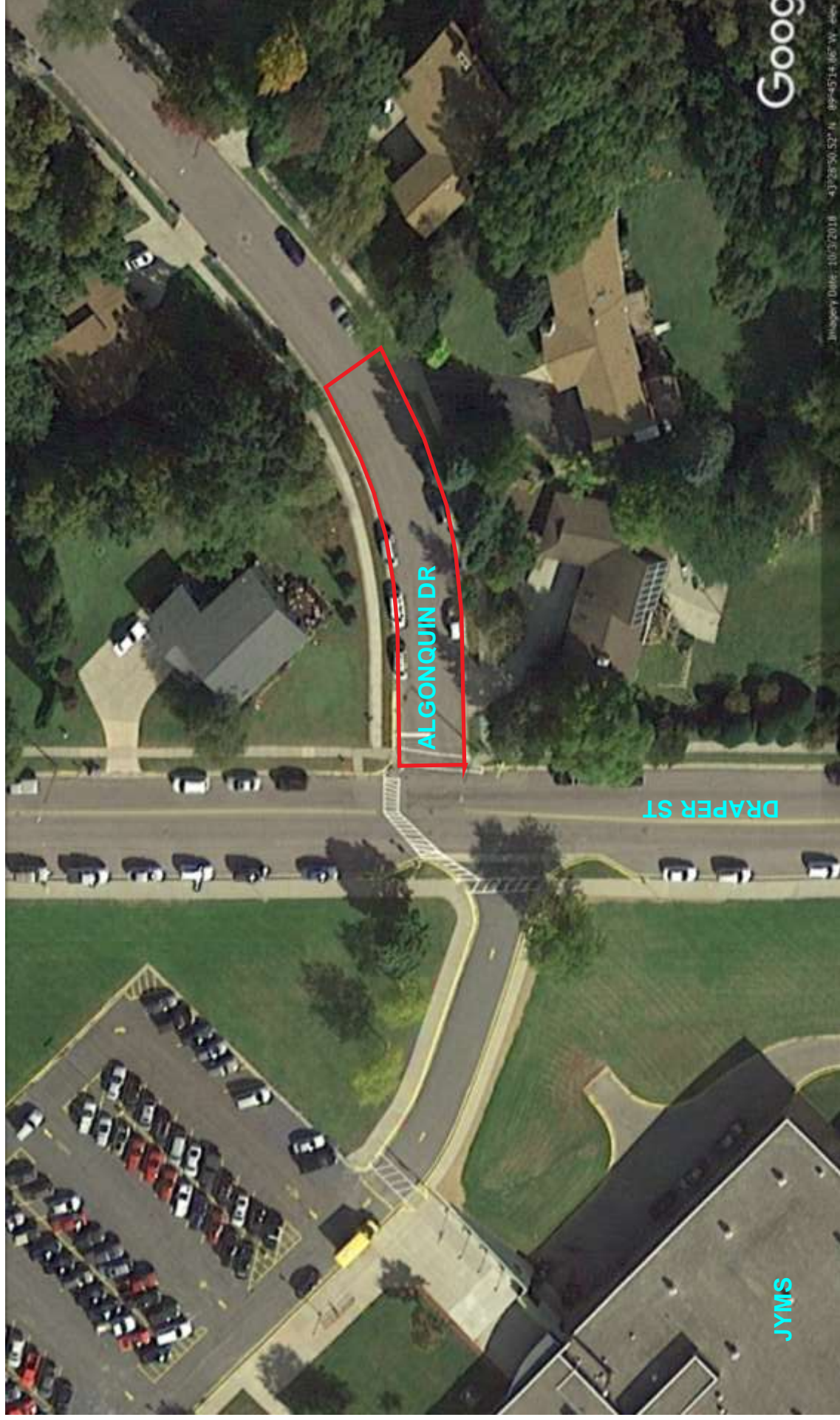
**BID TABULATION**  
**October 29, 2020 10:00 a.m.**



	Joe Daniels Construction Company, Inc.	JMJ Construction Co, Inc	Holtz Builders, Inc.	McKee Associates, Inc.	Bachmann Construction Company, Inc.	Sullivan designBUILD
BASE BID	\$57,895.00	\$58,392.00	\$69,499.00	\$72,000.00	\$76,557.00	\$92,300.00
Option #1 10' OH Door	\$14,960.00	\$23,285.00	\$17,072.50	\$16,900.00	\$17,000.00	\$12,244.00
Net Bid - Opt. 1	<u>\$72,855.00</u>	<u>\$81,677.00</u>	<u>\$86,571.50</u>	<u>\$88,900.00</u>	<u>\$93,557.00</u>	<u>\$104,544.00</u>
Option #2 12' OH Door	\$15,945.00	\$29,934.00	\$18,958.37	\$17,900.00	\$18,000.00	\$13,537.00
Net Bid - Opt. 2	<u>\$73,840.00</u>	<u>\$88,326.00</u>	<u>\$88,457.37</u>	<u>\$89,900.00</u>	<u>\$94,557.00</u>	<u>\$105,837.00</u>
Option #3 14' OH Door	\$17,060.00	\$33,017.00	\$20,944.00	\$18,700.00	\$20,000.00	\$14,999.00
Net Bid - Opt. 3	<u>\$74,955.00</u>	<u>\$91,409.00</u>	<u>\$90,443.00</u>	<u>\$90,700.00</u>	<u>\$96,557.00</u>	<u>\$107,299.00</u>



**PROPOSED NO PARKING ON ALGONQUIN DRIVE**



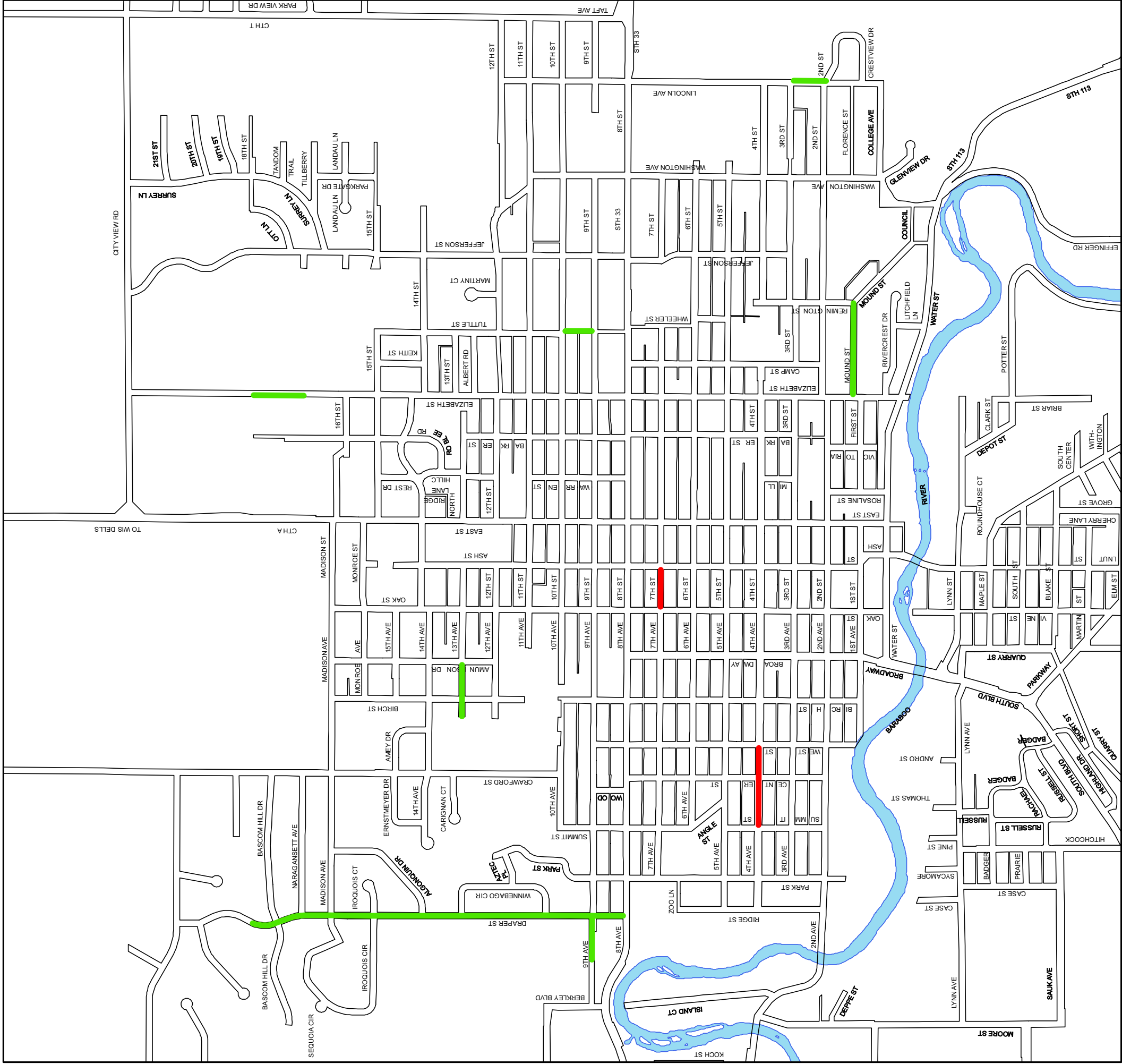


**PROPOSED NO PARKING ON WEST STREET**



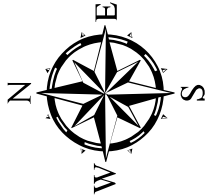


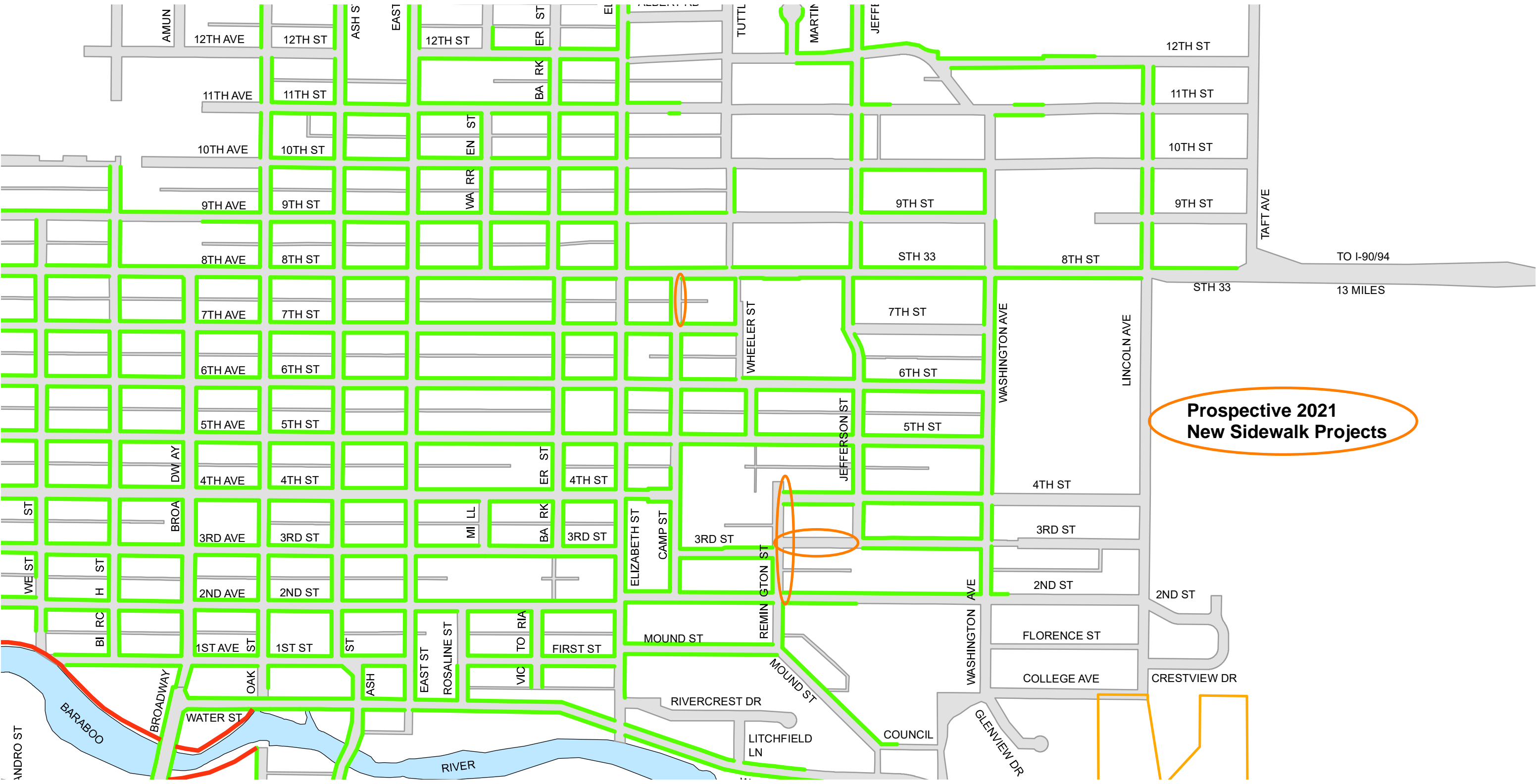
# 2020 / 2021 STREET RECONSTRUCTION PROJECTS



2020 STREET RECONSTRUCTION

2021 STREET RECONSTRUCTION





**Prospective 2021  
New Sidewalk Projects**

Report Criteria:

Selected types: Billing Adjustment

**Billing Adjustmen**

**10/07/2020**

Name	Customer Number	Type	Description	Amount	Servic
BURGESS, GEORGE	86-024300-00	Billing Adjustment	Read/Usg Adj for 09/30/2020	-27.10	Multiple
Total 10/07/2020:				-27.10	

**10/12/2020**

Name	Customer Number	Type	Description	Amount	Servic
VODAK ENTERPRISES LLC	51-073000-00	Billing Adjustment	FIXED RUNNING TOILETS IN APPTS	-355.76	Multiple
Total 10/12/2020:				-355.76	

**10/14/2020**

Name	Customer Number	Type	Description	Amount	Servic
TOWNS, SHERRY	63-013000-00	Billing Adjustment	REPAIRED TOILET	-143.80	Multiple
Total 10/14/2020:				-143.80	

**10/20/2020**

Name	Customer Number	Type	Description	Amount	Servic
CAPENER, STEVE	58-087500-00	Billing Adjustment	FIXED TOILET	-183.39	Multiple
Total 10/20/2020:				-183.39	

**10/28/2020**

Name	Customer Number	Type	Description	Amount	Servic
LUTH, JOSHUA & WENDY	92-013500-01	Billing Adjustment	REPLACED FAULTY WATER SOFTNER	-115.63	Multiple
Total 10/28/2020:				-115.63	

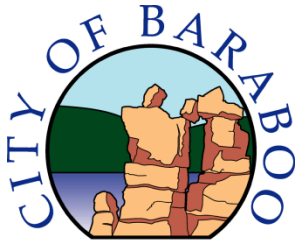
**10/29/2020**

Name	Customer Number	Type	Description	Amount	Servic
NOONAN, SCOT & LAURA	79-073000-01	Billing Adjustment	OVERPAYMENT	-25.14	STREET
Total 10/29/2020:				-25.14	
Total Billing Adjustment:				-850.82	
Grand Totals:				-850.82	

Report Criteria:

Selected types: Billing Adjustment





## ***OCTOBER 2020 STREET DEPARTMENT STATUS REPORT***

### **Staffing Updates**

- No new staffing to report. DPW staff is continuing with a “split shift” until we feel the COVID situation has quelled to the point that we can safely resume our previous daily work schedule. Due to darkness now extending further into the morning hours, we have altered our “shifts” to a later start time. Employees have been doing a very good job self-monitoring, following our COVID-19 policy, and being mindful of the impact a positive case could have to our department.

### **Activity Report**

- Crews have completed the scheduled repairs to the inside lanes of 8<sup>th</sup> Street/Hwy. 33. This will not only make for a better ride on 8<sup>th</sup> Street/ Hwy. 33, but will also reduce maintenance due to a reduction in pothole patching in those areas.
- By meeting time, the crew will have completed the retaining wall rebuild on 10<sup>th</sup> Avenue as scheduled for 2020. The failing stone retaining wall was replaced with a block retaining wall using block salvaged from a previous retaining wall rebuild.
- Crews have completed the last scheduled monthly brush pickup for 2020. November 1<sup>st</sup> marks the closure of the Briar Street Brush Drop-off Site, and as advertised, we will continue to pick up resident brush on an “as requested” basis as time and weather permits.
- Leaf collection has been progressing since October 19<sup>th</sup>. We were fortunate to get a head start the week of 10/12. As of 10/28, the crews have covered the entire city twice. Leaf pickup is scheduled to continue until November 20<sup>th</sup>.
- Crews are hauling in salt/sand for the 2020-2021 season. DPW will begin the season with approximately 1000 tons of salt/sand and 500 tons of salt. For the season, we have approximately 1200 tons of salt available.

### **Equipment Updates**

- As approved at the 10/27 City Council Meeting, the City now owns a Snap-on Prolink Edge Heavy Truck and Equipment Scanner. The scanner is capable of scanning almost all vehicles and equipment owned by the City of Baraboo. It was a wise purchase and long overdue. Thank you for supporting it.

Please Stay Healthy and Happy!!  
Thank you, The DPW Crew